



**West Bengal Forest Development Corporation Limited**  
(A Govt. Of West Bengal Undertaking)

Registered Office :

**' ARANYA BIKASH' KB-19, Sector-III, Salt Lake City**  
**Kolkata-700106**

CIN : U02005WB1974SGC029535

No. 104/1A-116/2016

Dated, Kolkata, the 17.01.2018

*NIT NO - 2/2017-18*

Tenders are invited from Cost Accountants / Cost Accounts Firms, for closure and compilation of Accounts of West Bengal Forest Development Corporation (constituted under The Companies Act 2013) for the Financial Year 2017-2018. The Accounts of the Corporation are being maintained in Tally ERP system in 8 Divisions, 13 Designated Divisions and Head Office of the Corporation including its ranges. The Accounts are consolidated at Head Office. The list of Divisions and Designated Divisions is annexed herewith. The bid is to be made **separately for North Bengal and South Bengal**. The Head Office is included in South Bengal. The bidder should have experience in nature of Accounts which are oriented towards Foresting operations and Tally ERP. The offer is to be made in 2 bid system i.e. Technical Bid and Financial Bid. The bidder should have the experienced staff in Tally system of Accounting. The Format for Technical Bid and Financial Bid has to be followed and can be downloaded from the site. Pre-Bid conference will be held before submission of Tender.



# West Bengal Forest Development Corporation Limited

(A Govt. Of West Bengal Undertaking)

Registered Office :

‘ ARANYA BIKASH’ KB-19, Sector-III, Salt Lake City

Kolkata-700106

CIN : U02005WB1974SGC029535

## 1. IMPORTANT POINT OF REFERENCE :

Tender Inviting Authority	Chief Accounts Officer, West Bengal Forest Development Corporation Ltd.
Name of the Work	Preparation and Compilation of all the accounts of Corporation, including its Divisions, Designed Divisions (DDIV) & Ranges, for the Financial Year 2017-18.
Tender Notice No.	02
Date of Publication of Tender	18 <sup>th</sup> January, 2018
Pre-Bid Conference	29 <sup>th</sup> January, 2018 at 2.00 p.m.
Last date and time for submission of Bids	05 <sup>th</sup> February, 2018 upto 2.00 p.m.
Opening of Technical Bids	05 <sup>th</sup> February, 2018 at 3.00 p.m.
Place of Opening of Technical Bids	Office of the Managing Director, West Bengal Forest Development Corporation Ltd. Aranya Bikash KB – 19, Sector – III, Salt Lake, Kolkata – 700 106
Declaration of the results of Evaluation of Technical Aspects	To be notified later
Opening of Financial Bids	07 <sup>th</sup> February, 2018 at 3.00 p.m.
Earnest Money Deposit	Rs. 20,000/-  Cost Accountants / Cost Accountants Firms applied for Tender No – 01 (Not refunded earlier) needs no deposition of E.M.D. <i>if they apply again</i>



# West Bengal Forest Development Corporation Limited

(A Govt. Of West Bengal Undertaking)

Registered Office :

‘ ARANYA BIKASH’ KB-19, Sector-III, Salt Lake City  
Kolkata-700106

## 2. SCOPE OF WORK :

Preparation, Closure and compilation of Accounts of West Bengal Forest Development Corporation constituted under The Companies Act 2013 for the Financial Year 2017-2018.

## 3. Technical Proposal

### Statutory Documents

1. Photo Copy of PAN Card.
2. Photo Copy of IT Return Acknowledgment Receipt for Financial Year 2013-2014, 2014-2015 and 2015-2016.
3. Earnest Money Deposit (EMD) – Demand Draft (DD) / Banker’s Cheque (BC) towards EMD as prescribed in the NIT, in favour of the West Bengal Forest Development Corporation Limited, payable at Kolkata.
4. Photo Copies of valid Certificate of practice issued by Institute of Cost Accountants of India.
5. **Desirable** : Experience in Preparation of Accounts Closure & Compilation of Accounts under the Indian Companies Act 2013 which are oriented towards Forestry operations.

## 4. Submission of Earnest Money Deposit

Earnest Money Deposit (EMD) is Rs. 20,000/- (Rupees Twenty Thousands) only, to be deposited as per Mode of Payment described below.

- One Demand Draft or Banker’s Cheque amounting Rs. 20,000/- towards Earnest Money Deposit (EMD) should be submitted.
- The Demand Draft or Banker’s Cheque should be drawn in favour of **West Bengal Forest Development Corporation Limited**, payable at Kolkata.
- The DD/BC towards cost of Earnest Money Deposit should be submitted in original, in a sealed envelope to the **Chief Accounts Officer, West Bengal Forest Development Corporation Limited “Aranya Bikash”, KB-19, Sector-III, Salt Lake, Kolkata – 700 106** within 15.12.2017 upto 2.00 PM.
- Demand Draft or Banker’s Cheque may be drawn on any scheduled Bank of India.
- Payment in any other form e.g. : NSC, KVP etc will not be accepted.





## West Bengal Forest Development Corporation Limited

(A Govt. Of West Bengal Undertaking)

Registered Office :

‘ ARANYA BIKASH’ KB-19, Sector-III, Salt Lake City  
Kolkata-700106

### 5. Submission of Bids:

#### a. Technical Bid:

SL NO.	Details	Documents
1.	Statutory Documents	i.Copy of GST ii.Copy of PAN CARD iii. Copy of IT Return Acknowledgement Receipt of 2016-17. iv. Valid Certificate of Practice
2.	Earnest Money	Demand Draft of Rs 20,000
3.	Partnership	Copy of Deed
4.	Average Turn Over	Copy of Balance Sheet & Profit, Loss A/c of 2016-17,2015-16,2014-15
5.	Experience of the Firm	Copy of Work Order/Completion Certificate in similar assignments
6.	Qualified Staff with experience in Tally	Bio Data with experience

#### b. Financial Bid:

The financial quote should be comprehensive, i.e. – inclusive of travelling cost, lodging and out of pocket expenses but exclusive of statutory Tax like GST etc. The Financial Bids will be opened for successful tenderers of Technical Bid.

**The Bids are to be submitted to the Corporation in 2 envelopes of Technical Bid & Financial Bid. Both the Bids of a firm are to be contained in one bigger envelop marked “OF W.B.F.D.C (NORTH/SOUTH) OF 2017-18”. For both the areas but in separate envelope alongwith separate DD.**

### 6. OPENING BIDS:

#### A. Opening of Technical Proposal

- Technical proposals will be opened by the Tender Inviting Authority in the presence of Tenderer or his authorised representative.
- Technical proposals for those tenders, whose original copies of DD/BC towards EMD have been received, will only be opened.



**West Bengal Forest Development Corporation Limited**  
(A Govt. Of West Bengal Undertaking)

Registered Office :

**' ARANYA BIKASH' KB-19, Sector-III, Salt Lake City**  
**Kolkata-700106**

- iii. Intending Bidders may remain present if they so desire in the office of the Corporation at Aranya Bikash, KB-19, Sector –III, Salt Lake, Kolkata – 700106 for opening of Technical Proposal, to be held on the date and time declared.
- iv. The technically qualified Bidders, i.e. Bidders who qualify in the assessment of the technical proposal, shall be eligible for competing the Financial Bid. Accordingly, the Financial Bids of only those Bidders who pass the Technical Evaluation shall be opened on the scheduled date and time.

**7. NORMS FOR FINALISATION OF THE BIDS:**

The Evaluation of the tender will be done by a Committee, based on the principle of **Quality cum Cost Based Selection (QCBS)**. The details of the process are described below :

The evaluation of the proposal shall be carried out in two stages.

In the first stage, evaluation of the technical proposal will be taken up. Proposals which are received unsigned, or are incomplete (i.e. when the required bid formats and /or supporting documents have not been submitted), will be summarily rejected as non-responsive.

In the second stage, evaluation of the financial proposal of the technically qualified bidders will be taken up.

**The weightage assigned for bids is Technical bids : Financial Bids = 75:25. The final assessment will be based on the 75% of Technical + 25% of Financial scores.**

**8. Evaluation of Technical Bids**

The Technical Bid will be examined by a Committee to be constituted by the Managing Director, West Bengal Forest Development Corporation (WBFDC) Limited Evaluation will be done on the basis of the evaluation criteria and scoring pattern.

Sl. No.	Criteria / Sub-Criteria	Max. Marks	DOCUMENTARY PROOF
A	<b>Establishment of the firm relevant to the assignment</b>		Certificate of Practice issued by Institute of Cost Accountants of India
	Date of establishment ( < 3 years = 0 marks) ( > 3 – 5 years = 6 marks) ( > 5 – 7 years = 10 marks)	20	





# West Bengal Forest Development Corporation Limited

(A Govt. Of West Bengal Undertaking)

Registered Office :

‘ ARANYA BIKASH’ KB-19, Sector-III, Salt Lake City

**Kolkata-700106**

	( > 7 – 10 years = 14 marks) ( > 10 years = 20 marks)		
<b>B</b>	<b>Experience of the firm in similar assignments of Forest during the last 10 years</b>		Copies of the Work Orders
	5 marks for each project (Max. 30 marks)	30	
<b>C</b>	<b>Average Annual Turnover</b>		Audited Balance Sheet
	< 10 lakh = 0 marks, > 10 lakh < 20 lakh = 10 marks, > 20 lakh < 50 lakh = 15 marks, > 50 lakh = 20 marks	20	
<b>D</b>	<b>Name of the qualified staff with experience in Tally Accounts who will be deputed for Accounting</b>	30	6 for each Max. 30

**9. Bidders securing Technical score of 60 or above, will qualify for the evaluation in the financial bid. In exceptional circumstances, to be recorded in writing, the Evaluation Committee may recommend lower/higher qualifying marks.**

## **10. OPENING AND EVALUATION OF FINANCIAL PROPOSAL :**

- Financial proposals of the only those Bidders declared technically eligible by the Tender Accepting Authority, will be opened.
- The Tender Accepting Authority, if required, may ask any of the Bidders to submit analysis to justify the rate quoted by that Bidder and the Bidder has to satisfy the Tender Accepting Authority within the time frame allowed. **In case it is not received within the stipulated time, the tender will be liable for rejection.**

## **11. Evaluation of Financial bids**

The Financial Bids of the technically qualified bidders will be evaluated as per the evaluation criteria mentioned below:

- The total Financial score for evaluation of financial bids is 100
- The list of Bidder will be ranked in ascending order, i.e. the Bidder who quoted the lowest amount (L1) will be ranked first and so on. For the purpose of this tender the participating bidder who would quote the lowest gross amount as Financial quote, will be ranked L1 and will be assigned 100 points. Other bidders, viz: L2,L3 etc. will be compared against the financial quote of the L1 and points assigned accordingly. For example, if the quote of L1 IS Rs.200/- and that of L2 is Rs.



**West Bengal Forest Development Corporation Limited**  
(A Govt. Of West Bengal Undertaking)

Registered Office :

**‘ ARANYA BIKASH’ KB-19, Sector-III, Salt Lake City**  
**Kolkata-700106**

400/-, then L1 will be awarded 100 points ( maximum) and L2 will be awarded  $(\frac{200}{400}) \times 100 = 50$  Points.

**Total Score Secured = 75% of Technical Score + 25% of Financial Score**

**12. AWARD OF CONTRACT:**

**1. Letter of Acceptance**

After selection of the successful bidder, a Letter of Acceptance of tender will be issued to the successful bidder by the Tender Inviting Authority.

**13. Signing of Agreement**

- 1 The successful bidder should execute an agreement for the fulfillment of the contract with the Corporation at the time of execution, within one week from the date of receipt of the Letter of acceptance issued by competent authority. If the same is not executed within one week, the tender may be held as non-responsive.
2. The expenses incidental to the execution of the agreement should be borne by the successful bidder.
3. **The contract agreement for the arrangement will initially be for one year i.e. upto finalisation of Accounts for the year 2017-18 from the date of signing, which would be extendable under the same terms and conditions upto 3 years, based on performance, on yearly basis. An escalation of cost of the tune of 10% shall however be admissible for each subsequent year, calculated over the base cost of 2017-18**





# West Bengal Forest Development Corporation Limited

(A Govt. Of West Bengal Undertaking)

Registered Office :

‘ ARANYA BIKASH ’ KB-19, Sector-III, Salt Lake City  
Kolkata-700106

## ANNEXURE

### A. List of Divisions

Sl. No.	Division	Head Quarter
1	Alipurduar Forest Corporation Division	Alipurduar
2	Jalpaiguri Forest Corporation Division	Jalpaiguri
3	Kalimpong Forest Corporation Division	Kalimpong
4	Siliguri Forest Corporation Division	Siliguri
5	Bankura Forest Corporation Division	Bankura
6	Kolkata Forest Corporation Division	Kolkata
7	Medinapore Forest Corporation Division	Hizli
8	Purulia Forest Corporation Division	Purulia

### B. List of Designated Divisions

Sl. No.	Division	Designed Division	Head Quarter
1	Alipurduar Forest Corporation Division	Coochbehar	Coochbehar
2		Jaldapara Wildlife	Coochbehar
3	Jalpaiguri Forest Corporation Division	Jalpaiguri	Jalpaiguri
4	Siliguri Forest Corporation Division	Baikunthapur	Siliguri
5		Kurseong	Dowhill, Kurseong
6	Bankura Forest Corporation Division	Bankura North	Bankura
7		Bankura South	Bankura
8		Panchet	Bishnupur
9		Durgapur	Durgapur
10		Burdwan	Burdwan
11		Birbhum	Suri
12	Medinapore Forest Corporation Division	Kharagpur	Kharagpur
13		Midnapur	Midnapur
14		Jhargram	Jhargram
15		Rupnarayan	Midnapur
16	Purulia Forest Corporation Division	Purulia	Purulia
17		Kangsabati North	Purulia
18		Kangsabati South	Purulia

Fiancial Advisor & Chief Accounts Officer  
W.B. Forest Development Corporation Ltd.